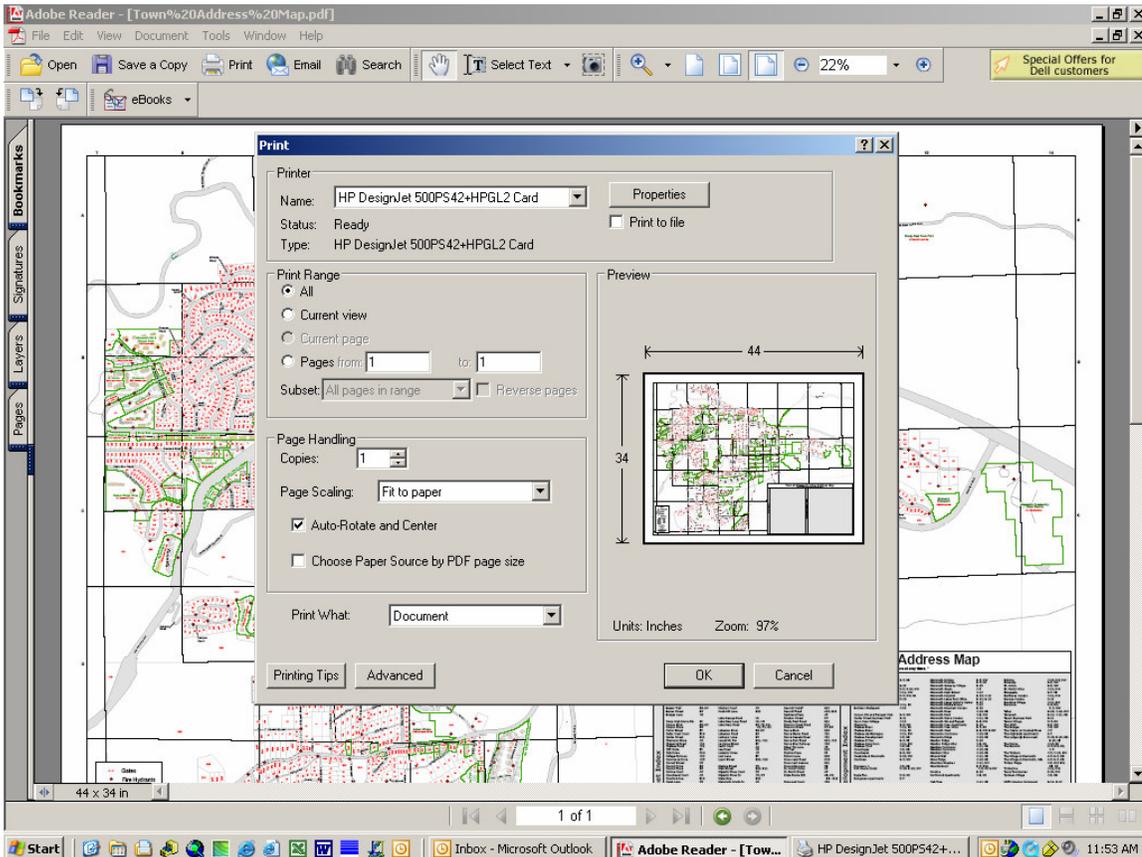


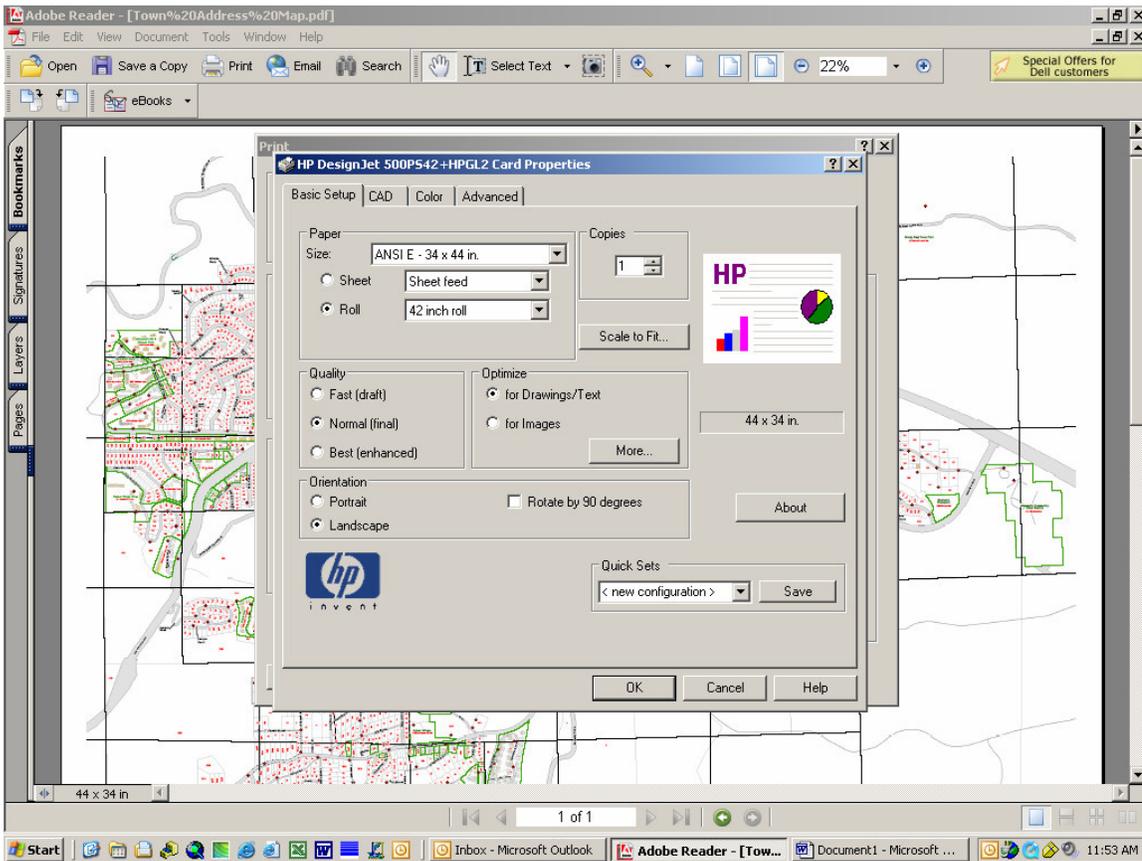
This document also available at [http://gis\\_server/products](http://gis_server/products)

## Printing Large Format Town Address Maps

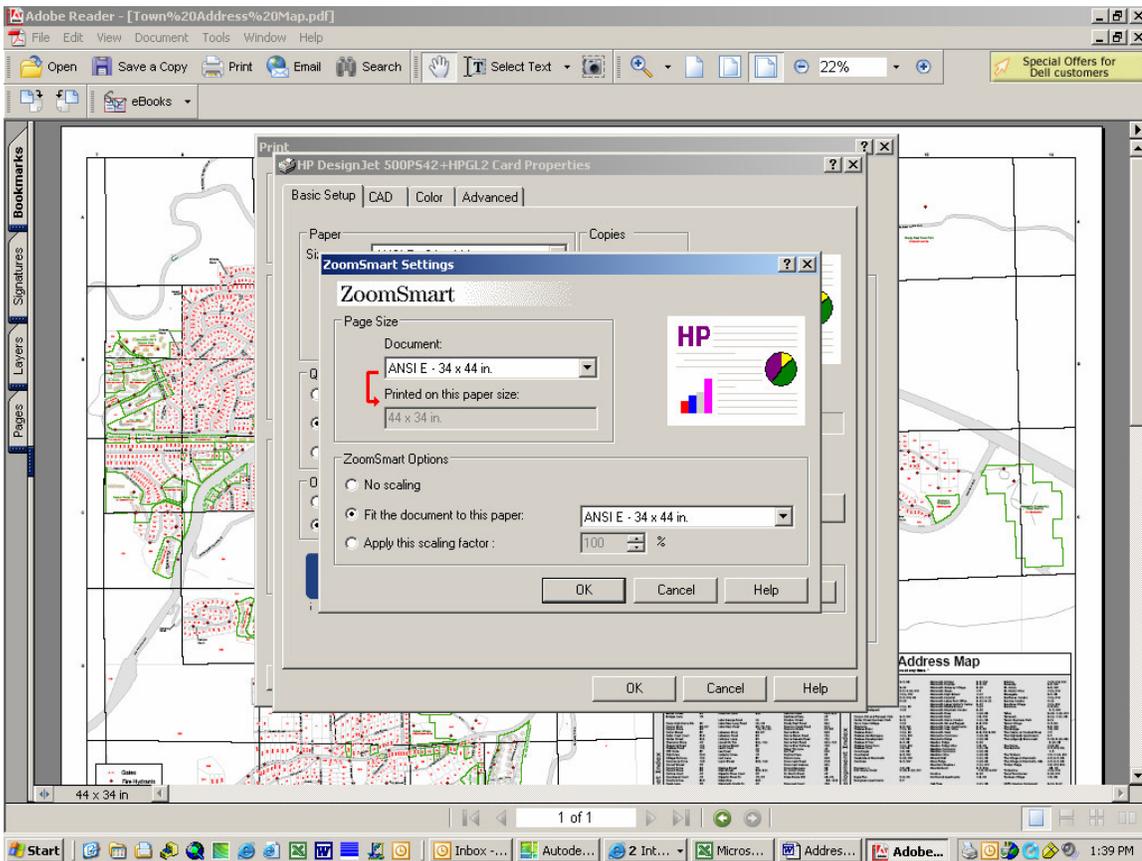
1. Navigate to [http://gis\\_server](http://gis_server)
2. Click on the 'Products' button
3. Under the 'General Maps' heading, click on Town Address Map, Page 1 (please note there is also a Page 2 now that covers the Lakes Basin) to open the .PDF of this map.
4. In Adobe Acrobat, choose File, then Print.
5. Select the **HP DesignJet 500PS42+HPGL2 Card on GIS\_Server Printer**. If you do not have this printer installed on your computer, go to the end of this document to set it up.



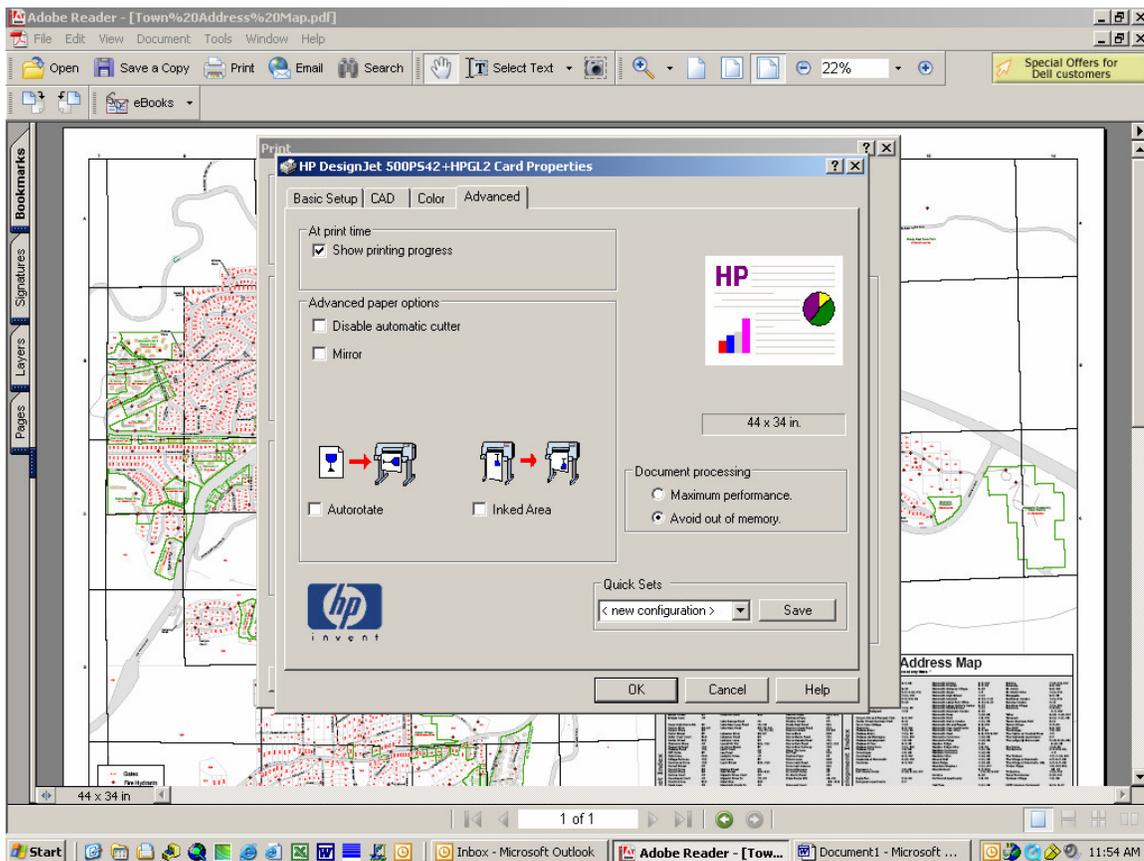
Complete Step 5 – Then click 'Properties'



Make sure all the settings match those in this picture, then click 'Scale to Fit'



Make the settings match those in this picture, click OK to close this dialog, then click on the 'Advanced' tab at the top.



Make your settings match these, then click OK twice to start the print job.

## Adding the Plotter to your List of Available Printers

1. Open Internet Explorer, and type [\\gis\\_server](http://gis_server) in the address bar
2. Near the bottom of the list of folders, double click on the 'Town Plotter' icon.
3. A printer dialog box will appear to show printer status. Close this box once it opens.
4. Go to your Start button and choose Printers and Faxes from the menu.
5. Verify that the **HP DesignJet 500PS42+HPGL2 Card on GIS\_Server** is now in your list of printers